

Beginning the Application Process: Submitting Your Resume

The first step in the application process in BrassRing is to submit your resume. Although not required, resumes are recommended as a quick way for you to enter your information into the system and an easy way for the hiring supervisors to view your background education and experience record.



Submit resume

To begin the application process, please choose one of the options for submitting your resume in the Resume/CV section below:

- If you have already submitted a resume in this system and want to use it again, you can:
 - Select the first option below and proceed.
- If you are using this system for the first time and you have a resume, you can:
 - Upload your existing resume from your computer. You may also type or paste in a cover letter.
 - Type in or cut and paste a Resume into the resume textbox. You may also type in or cut and paste in a cover letter.
- If you don't have a resume, you can:
 - click Continue and enter your information directly into the given forms.

Continue Cancel

Resume/CV

Choose one of the methods below to submit your resume/CV.

- ☐ Use a resume/CV from my profile
- ☒ Upload my resume/CV from my computer
- ☐ Enter my resume/CV by typing or copying it in

File to upload:

Browse...

Name this resume/CV:

RealResume™
TECHNOLOGY

There are four basic options on this screen regarding the resume.

No resume: If you do not have a resume, just click **Continue**.

Current resume in system: If you have already uploaded or entered a resume to your profile, click the radio button by the Use a resume/CV from my profile and click **Continue**.

Upload a new resume: To add a new resume to the system, click the radio button by the Upload my Resume/CV from my computer option. Then click **Browse** to find your resume. Follow the instructions on the screen, including giving the resume a name.

Type your resume into BrassRing: If you want to type or paste your resume directly into BrassRing, click the radio button next to the Enter my resume/CV by typing or copying it in option. Then click **Continue**.

When your resume is entered into the system and you click Continue, you will see the first applicant information screen with your basic applicant information. The system will automatically populate any fields it can from your resume (that is why formatting is important.) Review all information entered by the system, change any wrong items and add any missing information: click **Continue**. You will be directed through several other system forms as part of your application. Click **Continue** as you finish each screen. When you have completed all required forms, the system will show you a confirmation screen and send you a confirmation e-mail to the e-mail address listed in your profile.